



Business & Professions Auditor 3 (2 Vacancies)

In-training appointments may be considered.

**Business and Professions Division
Olympia, Washington**

Compensation: Range 51 - \$3,286 – 4,207/mo

Open until filled

Note: This recruitment will be open until filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. ***It will be to the applicant's advantage to submit materials as soon as possible.***

Our Mission:

Great people, great service, working together for a safer Washington.

Our Vision:

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Position Objectives & Responsibilities:

This position conducts financial audits and reviews the business practices of real estate licensees to determine compliance with department policies, guidelines, state statutes and administrative codes for the public's protection. This position also provides audit support for the licensed professions of: Bail Bondsmen, Collection Agencies, Sellers of Travel, Auctioneers, Camping Resorts and other state programs and/or agencies as requested.

WORKING CONDITIONS - The following conditions apply to this position.

- Out of town travel and some weekend travel required. Approximately 95% of the incumbent's time is spent traveling throughout the State of Washington.
- The incumbent must possess a valid Drivers License as well as the ability to operate a motor vehicle to and from worksites.
- Incumbent must be willing and able to release or inactivate professional licenses having a conflict of interest with job duties.
- Incumbent must be willing and able to carry portable computer, printer, reference material and supplies to each location.
- Incumbent must be willing and able work with potentially hostile clients.
- Incumbent must be willing and able to respect and maintain confidentiality and demonstrate ethical behavior.

Required Experience:

- Two years experience as a Real Estate Broker or Real Estate Salesperson in Washington State.

Desired Competencies:

- A Bachelor's degree involving major study in business or public administration or closely allied field and one year of professional auditing or accounting experience

OR

- Professional accounting, auditing or real estate experience will substitute year for year, for the bachelor's degree provided that the candidate has completed at least 20 semester or 30 quarter hours of college level accounting

OR

- A Master's degree in business or public administration or closely allied field, or certification as a Certified Public Accountant will substitute for one year of the required professional experience.

AND

- Ability to effectively express ideas and information through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Skilled to accurately identify audit and investigation information, to collect, formulate, and ask direct, focused, and logically ordered entrance and exit interview questions.
- Ability to effectively handle highly stressful or adverse situations, making good decisions, working calmly and accurately, and helping to calm others. Maintain order in stressful situations and work successfully under difficult conditions to prevent unnecessary escalation of conflict or disagreement.
- Ability to adjust rapidly and easily to changing conditions, work environments and responsibilities.
- Ability to independently prioritize and manage workloads to assure an accurate, high quality work product. Make the best use of time and resources.
- Familiarity with the basics in the use of Excel, Word, Access and willing to learn agency unique software to create quality work products.

Compensation

This position is in general government service. Starting monthly compensation is \$3,286 - \$4,207/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to HRrecruit@dol.wa.gov with a subject line of *06-117G B&P Auditor*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required and Desired Competencies outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

Attn: 06-117G B&P Auditor

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.